

Entering Supplier Subcontractor Payments



This Quick Reference Guide includes the steps to report payments made by a supplier to their subcontractors.

1. Select the **Contracts** menu, select **Subcontractor Reports**

The screenshot shows the eVA Supplier Portal interface. The top navigation bar includes 'General Info.', 'Sourcing', 'Contracts', 'Catalogs', 'Orders', 'Performance', and 'cXML Management'. The 'Contracts' menu is highlighted. Below it, the 'Subcontractor Reports' option is selected and highlighted with an orange box and a red '1'. The main content area shows a sidebar with various icons (Company Profile, My Leads, Business Opportunities, VIBE, Public Spend Reports, Search Orders, Suppliers & Contracts, B2B Connect, eVA Billing) and a central 'Action Items' table. The table has columns for Process, Object, Action, and Due date. It lists four 'Subcontracting Reports' for different CTR numbers and dates, all with an 'Approved' status. On the right, there are four circular statistics: '+150 RFX in Progress', '2 Contracts', '2 Active Orders', and '4 Subcontractor Reports'.

2. Click the **+Add Report** button

The screenshot shows the 'Subcontractor Reports' page in the eVA system. The top navigation bar is the same as the previous screenshot. The 'Subcontractor Reports' page has a search bar with fields for 'Keywords', 'Contract', 'Year', 'Month', and 'Status'. Below the search bar, there is a '+ Add Report' button highlighted with an orange box and a red '2'. Below the button, there is a table with columns: Label, Status, Year, Report Responsible, and Month. The table contains two rows of data:

Label	Status	Year	Report Responsible	Month
Sub. Report for CTR000534-December-2022	Approved	2022	House Aaron	December
Sub. Report for CTR000534-January-2023	Approved	2023	House Aaron	January



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3. Complete the required fields (Year, Month, and Label).
4. Click Save

The screenshot displays the 'Manage Subcontractor Report' interface. At the top, a navigation bar contains links for General Info, Sourcing, Contracts, Catalogs, Orders, Performance, and cXML Management. The main title 'Manage Subcontractor Report' is centered. Below the title, a light blue banner states: 'Fields marked by an asterisk * are mandatory'. The form is divided into sections: 'Header', 'Supplier', 'Report Responsible', 'Status', and 'Tracking'. The 'Header' section contains three rows of input fields. The first row has 'Year*' (set to 2023) and 'Month*' (set to January). The second row has 'Label*' (set to 'January Sub Contractor Reporting'). The third row has 'Supplier' and 'Report Responsible'. The 'Status' section has a 'Draft' button. The 'Tracking' section has a right-pointing arrow. Two orange callout boxes with numbers are present: box 3 points to the 'Label*' field, and box 4 points to the 'Save' and 'Save & Close' buttons.

Header	
Year*	Month*
2023	January
Label*	
January Sub Contractor Reporting	
Supplier	Report Responsible
Status	
Draft	
> Tracking	

5. Click the **+Add Subcontractor Payment** button

eVA

General Info. Sourcing Contracts Catalogs Orders Performance cXML Management

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Manage Subcontractor Report

Q Search

Save Save & Close

Fields marked by an asterisk * are mandatory

Header

Year*
2023

Month*
January

Label*
January Sub Contractor Reporting

Supplier
1000DGS-DPS-OGC-VDC-Surplus-ISS

Report Responsible
1000Tickle 1000Tammy

Status
Draft

Report Details

+ Add Subcontractor Payment

0 Result(s)

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- 6. Complete the information
- 7. Click **Save & Close**

- If the **Contract** is not found on the list, select **Contract not in eVA** which will add a field for you to add you contract number (not shown in the example below)
- If the **Contract Subcontractor** is not found on the list, select **Sub Contractor is not in eVA** which will add a field for you to add your Subcontractor Name (example shown below)
- * NOTE: If there is no payment to report, enter 0.00 in the **Payment Amount*** field

Your payment record has been added to the report (see the new line in the Report section)

- 8. Repeat Steps 4-6 for each payment to subcontractors you need to report
- 9. Final Step – Click the **Submit Report** button. Status will change to **approved**

- Once you click “Submit Report” you are done for this report, the button will go away, and you can leave the screen.